

*ACCOUNTING PROCEDURE*

<b>TOPIC:</b> Section 7 - Payroll 1.1	<b>EFFECTIVE DATE:</b> 11/10/95
<b>TITLE:</b> Distribution of Payroll Checks	<b>REVISION DATE:</b> 01/16/01
<b>AUTHORIZED BY:</b> Cheryl Thompson, Deputy Director	<b>PAGE 1 of 2</b>

**BACKGROUND**

The Office of the Secretary has issued a protocol for acquiring and distributing payroll checks. Divisions and institutions should implement procedures to assure compliance with this protocol.

**PROCEDURES**

1. The Bureau of Fiscal Services receives payroll checks from the State Treasurer's Office, retains certain DMT payroll checks for direct distribution, mails institution payroll checks, and stores division payroll checks to be picked up by BPER Payroll.
2. Individuals designated to pick up checks from BPER payroll or the Bureau of Fiscal Services are to sign for the checks and attachments upon receipt.
3. The attached "Protocol for Acquiring and Distributing DHFS Paychecks and Attachments" provides direction on physical security and alternatives when an employee is absent from the office on payday. Both divisions and institutions should comply with these policies.
4. Divisions and institutions should have written procedures to apply this protocol to their internal operations and to specify person(s) and alternate(s) to pick up paychecks and attachments from BPER Payroll or their respective payroll offices.

**ATTACHMENT**

- 1 Protocol for Acquiring and Distributing DHFS Paychecks and Attachments

**CONTACT PERSON**

Phil Werner, Chief  
BPER Payroll Section  
(608) 266-1376

Amy Korpady, Chief  
Institution and Administrative Accounting  
(608) 266-2708

## **PROTOCOL FOR ACQUIRING AND DISTRIBUTING DHFS PAYCHECKS AND ATTACHMENTS**

- I. Each division must designate a person(s) and an alternate(s) authorized to pick up paychecks and attachments from the BPER Payroll Section. The designee is required to sign for the checks and attachments upon receipt of them. (NOTE: The Bureau of Fiscal Services distributes paychecks and attachments to the institutions, but upon receipt of the paychecks and attachments institutions should act under the same mode of operation that divisions do.)
- II. Payroll checks are to be stored in a locked, confidential container, which division/institution management is responsible for identifying.
- III. Payroll checks are not to be released to employees prior to the date of the check.
- IV. When an employee is absent from the office on payday, the following alternatives are available:
  - A. The payroll check will be kept in a locked container until the employee returns to work.
  - B. The employee may have his/her paycheck sent to his/her home or banking institution. When this alternative is chosen, the request must be in writing and a stamped, self-addressed envelope must be provided. Paychecks will be mailed the Wednesday prior to payday.
  - C. The employee may submit a written notice which designates a person to receive his/her paycheck. Each time an employee uses this alternative a written notice is required. In addition, the designated person will be required to sign for receipt of the check (with the division/institution designee) and must provide identification.
- V. All employees are encouraged to use electronic deposit. This reduces the need to implement alternatives for paycheck distribution.
- VI. All employees are to receive a copy of each attachment which is to be distributed with paychecks. If an employee is absent on payday, the division/institution designee must ensure that copies of each attachment are placed in the employee's mailbox.